



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

10/19/2020 | 6:32 PM CDT

JoAnn Davidson
United Testing and Balancing Inc.
P O Box 100874
Nashville TN 37224

Re: **RFQ 71166 Metro Wide Testing and Balancing Services**

Dear Ms. Davidson:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above **RFQ 71166 Metro Wide Testing and Balancing Services**. This letter hereby notifies you of Metro's intent to award to **United Testing and Balancing Inc**, contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Equal Business Opportunity (EBO) Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Additionally, the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact **Jeremy Frye**, BAO Representative, at **615-862-6638** or at Jeremy.frye@nashville.gov.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Buyer **Christina Alexander** by email at christina.alexander@nashville.gov Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane
Purchasing Agent

Cc: Solicitation File, Other Offerors

Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.

A. Right to Protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

[Procurement Division](#)

730 Second Avenue South, Suite 112
P.O. Box 196300
Nashville, Tennessee 37219-6300

www.Nashville.gov
Phone: 615-862-6180
Fax: 615-862-6179

RFQ# 71166 Metro Wide Testing and Balancing Services Evaluation Committee Score Sheet

Offeror	United Testing and Balancing Inc.
Contract Acceptance	Yes
ISA Questionnaire	Yes
Cost (30 Point)	30.00
Capacity to Perform (30 Points)	20.00
Similar (30 Points)	22.00
Diversity Practices Plan (10 Points)	0.00
Total Evaluation Scores	72.00

Evaluation Comments

Name
Strengths
Firm proposes electronic communications for reporting. Firm's proposal demonstrates firm's ability to handle multiple projects at a time. Firm's proposal provided acceptable responses to the evaluation criteria requirements with the exception of weaknesses noted below.
Weaknesses
Firm's proposal lacked detail for capacity to perform, and team qualifications, failed to provide resumes. Firm's proposal failed to demonstrate firm's familiarity with Metro's Codes. Firm's proposal lacked detail for similar projects, reference projects lacked detail for project manager, contact information, type of project and how team performed together. Firm only used Metro projects for reference projects. Firm's proposal failed to provide sufficient documentation or explanations to warrant points for diversity practices.

Enter Solicitation Title & Number Below

Metro Wide Testing and Balancing Services; RFQ# 71166

Offeror's Name	Bids
United Testing and Balancing Inc.	\$2,900,000.00

Certificate Of Completion

Envelope Id: 96C561892AF74EC49E4B6EF25AC45A6D	Status: Completed
Subject: Intent to Award - RFQ #71166 United Testing and Balancing	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

Record Tracking

Status: Original	Holder: Procurement Resource Group	Location: DocuSign
10/1/2020 3:28:15 PM	prg@nashville.gov	

Signer Events

Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	Sent: 10/1/2020 3:34:31 PM Viewed: 10/2/2020 5:56:33 PM Signed: 10/19/2020 6:32:26 PM
Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature	Timestamp

Editor Delivery Events

Status	Timestamp

Agent Delivery Events

Status	Timestamp

Intermediary Delivery Events

Status	Timestamp

Certified Delivery Events

Status	Timestamp

Carbon Copy Events

Status	Timestamp
Christina Alexander christina.alexander@nashville.gov Security Level: Email, Account Authentication (None)	Sent: 10/19/2020 6:32:27 PM Viewed: 10/20/2020 11:53:18 AM

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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events

Signature	Timestamp

Notary Events

Signature	Timestamp

Envelope Summary Events

Status	Timestamps
Envelope Sent	10/19/2020 6:32:27 PM
Certified Delivered	10/19/2020 6:32:27 PM
Signing Complete	10/19/2020 6:32:27 PM
Completed	10/19/2020 6:32:27 PM

Payment Events

Status	Timestamps